

JOB DESCRIPTION

JOB TITLE: GRADE:	Regional Finance Assistant SCP 7 £20,092 – SCP 11 £21,748 per annum
	E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.
PURPOSE OF JOB To contribute to the effective running of the Central Finance Team, providing financial and administrative support under the direction of the Regional Finance Manager/Lead.	
Line managed by: Regional Finance Manager/Regional Finance Leads Line managing N/A	
KEY RESPONSIBILITIES Working as part of the Midlands Finance team providing finance services for 9 Midlands E-ACT Academies and the Regional Team. Processing of invoices and purchase orders. Providing effective and efficient output of work to meet the demands of the role and promote the core values of the Finance Team regarding excellence and professionalism.	
MAIN ACTIVITIES <ul style="list-style-type: none"> • Processing orders onto a financial system • Matching goods received notes to invoices. • Processing invoices onto a financial system. • Processing credit card and expense claims onto a financial system • Supplier set up and maintenance. • Statement Reconciliations. • Dealing with queries. • To provide a good standard of customer service to our stakeholders • To follow the guidelines set out in all E-ACT Finance Policies and the Scheme of Delegation. • To attend relevant training courses as and when required • To undertake any other duties appropriate to the grade of the post as requested by the Regional Finance Managers and Regional Lead Finance Manager. 	
Additional duties: Comply with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be aware of and support difference and ensure equal opportunities for all. Contribute to the overall ethos/work/aims of E-ACT. <ul style="list-style-type: none"> • Participate in training and other learning activities and performance development as required. • Recognise own strengths and areas of expertise and use these to advise and support others. 	

Special Conditions:

May require work across regional locations.

PERSON SPECIFICATION

	Essential	Desirable
Educational Qualifications <ul style="list-style-type: none"> • 5 GCSE's including English and Maths (grade A-C) • Level 2 or above in accountancy/finance or other relevant discipline or willing to work towards 	✓	
Experience <ul style="list-style-type: none"> • Experience of working with financial procedures and controls • Experience of working with financial accounting packages • Experience of month end and year end procedures and processes 	✓	
Knowledge <ul style="list-style-type: none"> • Knowledge of relevant financial policies and legislation 		✓
Skills <ul style="list-style-type: none"> • Ability to work effectively within a team environment • Ability to use spreadsheets and word processing packages • Ability to use finance software packages • Ability to build and maintain effective working relationships with pupils and colleagues • Ability to promote a positive ethos and attributes • Ability to develop and extend working practices • Ability to deal with a wide range of people using multiple forms of communication • Ability to self evaluate learning needs and actively seek learning opportunities • Ability to use ICT and other specialist equipment and resources 	✓	
Personal qualities <ul style="list-style-type: none"> • Excellent communicator • Proactive and positive outlook 	✓	
Equal opportunities <ul style="list-style-type: none"> • To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. 	✓	

Assessment Methods: A = Application, I = Interview